

CAREER OPPORTUNITY



SARATOGA COUNTY DEPARTMENT OF HUMAN RESOURCES

ISSUED 4/12/22

PLEASE POST CONSPICUOUSLY

SARATOGA COUNTY DEPARTMENT OF HUMAN RESOURCES ANNOUNCES
A PROMOTIONAL EXAMINATION FOR

CUSTODIAN

EXAMINATION #146P

CUSTODIAN, Saratoga County. The results of this exam will be used to fill vacancies as they occur in the Shenendehowa Central School District.

SALARY: \$50,812-\$58,241/yr plus an additional \$5,000/yr for holding the Trainer position with the certification(s).

LAST DAY TO FILE IS APRIL 28, 2022

DATE OF THE EXAMINATION IS JUNE 11, 2022

MINIMUM QUALIFICATIONS: Candidates must be presently employed in the Shenendehowa Central School District serving continuously on a permanent full time basis for three (3) years as a Head Cleaner or five (5) years as Cleaner prior to the date of the exam.

Points will be added to an eligible score as follows:

Seniority*.....For each year 0.2

*Rating of seniority is based on the length of continuous competitive class service in the jurisdiction up to a maximum of 20 years.

NOTE: Candidates must possess a [Custodial Technician Certification](#) and/or [Professional Trainer Certification](#) in cleaning management within 1 year of appointment.

NOTICE: RELIGIOUS ACCOMMODATIONS/HANDICAPPED PERSONS: If special arrangements for testing are required, indicate this on your application form.

RESIDENTS: Candidates must have been legal residents of New York State for at least **FOUR** months immediately preceding the date of the test. Pursuant to subdivision 4a of Sec. 23 of the Civil Service Law, preference may be given to successful candidates who have been legal residents of the municipality to which the appointment is to be made for at least **FOUR** months preceding the date of the written test.

APPLICATION FEE: An examination fee of **\$10.00 (residents and non-residents)** is required for each separately numbered examination for which you apply. The required fee must accompany your application. Check or money order only. Please make checks payable to the **Saratoga County Treasurer's Office** and there will be a \$20 return check fee. **CASH WILL NOT BE ACCEPTED! This fee is non-refundable.** You are urged to compare your qualifications carefully with the requirements for admission stated in the "Minimum Qualifications" section of the examination announcement, and file for only those examinations for which you are clearly qualified.

APPLICATION FEE WAIVER: A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency, or if you are an honorably discharged Military Veteran (DD214). **All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement. A copy of this document can be obtained from the Saratoga County Human Resources Office or on our website at www.saratogacountyny.gov.**

DISTINGUISHING FEATURES OF THE CLASS: This is routine and repetitive manual work calling for the efficient and economical performance of building, cleaning and occasional minor maintenance tasks. Cleaning and maintenance tasks are performed according to well-established routine. An incumbent may be responsible for the cleanliness and minor maintenance in a small school building or work under the supervision of a higher-ranking employee at a larger school. Supervision may be exercised over the work of cleaners or helpers. Does related work as required.

MINIMUM QUALIFICATIONS: Graduation from High School or possession of a (GED) and one (1) year of experience in building and cleaning and minor maintenance activities.

THE WRITTEN TEST will be designed to measure knowledge, skills and/or abilities in such areas as:

Basic Knowledge of Cleaning Tools and their Uses: This subtest is designed to evaluate the candidates' knowledge of various cleaning tools and equipment commonly used by Janitors/Custodians on the job. The candidate will be presented drawings depicting various tools and equipment. The candidates will be required to recognize tools and know their potential uses in order to answer the questions correctly.

Basic Knowledge of Tools Used for Minor Maintenance and Repair: This subtest is designed to evaluate the candidates' knowledge of various tools and equipment. The candidates will be required to recognize tools and know their potential used in order to answer the questions correctly. The tools and equipment involved in this subtest are those used in minor mechanical, electrical, plumbing and carpentry repair.

Basic On-The-Job Safety Practices: This subtest is designed to evaluate the candidates' understanding of basic safety practices involved in the day-to-day activities of Janitors/Custodians. The candidates will be presented a series of drawings, which show Janitors/Custodians performing a number of activities, which are routinely encountered on the job. The candidates will be required to recognize unsafe situations and/or identify alternative methods of performing the activities, which would improve or eliminate the safety problems.

NOTICE TO CANDIDATES: "UNLESS OTHERWISE NOTIFIED, CANDIDATES ARE PERMITTED TO USE QUIET, HAND-HELD, SOLAR OR BATTERY POWERED CALCULATORS. Devices with "Typewriter Keyboards," "Spell Checkers," "Personal Digital Assistants," "Address Books," "Language Translators," "Dictionaries," or any similar devices are **prohibited**. You will not be permitted to use the calculator function of your cell phone.

ELIGIBLE LIST: A candidate's eligibility begins when his or her name is placed on the eligible list and continues for a minimum of one year.

SECTION 243-b Provides that any member of the armed forces of the United States who had duly filed an application to compete in a scheduled competitive examination, but was deprived of the opportunity to compete in a scheduled competitive examination due to active military duty be provided with a special military makeup examination.

SECTION 85a OF THE CIVIL SERVICE LAW: In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

VETERAN CREDITS: For the purpose of claiming veteran credits on a Civil Service examination, an applicant must have served in the armed forces of the United States at any time during the following periods:

World War II—December 7, 1941 to and including December 31, 1946

Korean War—June 27, 1950 to and including January 31, 1955

Vietnam Conflict—February 21, 1961 until May 7, 1975

Lebanon – June 1, 1983 – December 1, 1987

Grenada – October 23, 1983 – November 21, 1983

Panama – December 20, 1989 – January 31, 1990

Persian Gulf – August 2, 1990 to the end of such hostilities (not yet determined)

- For hostilities in Lebanon, Grenada, and Panama, the individual **must** have received the Armed Forces, Navy, or Marine Corps expeditionary medal.
- Beginning January 1, 1998, the NYS Constitution allows members of the US Armed Forces who are on active duty (other than for training purposes) the right to request **extra War Time Veterans Credits** on a civil service examination prior to discharge.

If you are currently on active duty, you may request the addition of veteran's credits to your examination score. You must request the extra credits on your examination application in the space provided. If you pass the examination, the credits will be added automatically. To use the extra credits at the time of appointment you must have received an honorable discharge, be a US citizen, and be a resident of New York State. According to Section 85 (4) (a) of the New York State Civil Service Law, extra credits may only be used once for an original appointment or promotion in the civil service of New York State or civil division thereof.

SECTION 23.2: This entire examination is prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating of examinations, will apply.

APPLICATIONS: You may get application forms by writing the Saratoga County Human Resources Department, 40 McMaster St., Ballston Spa, NY 12020, downloading from our website @ www.saratogacountyny.gov, calling 518-885-2225 or in person. Time and place of the examination will be mailed to approved candidates one week before the date of the examination.

If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquires to the Human Resources Office.

Saratoga County is an equal opportunity employer. We are committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a diverse range of backgrounds and cultures, and encourage women, people of color, LGBTQ individuals, those with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.